



Manager's Report

For Council Meeting June 24, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

Armor Garage Doors & Gates
Aviation Technology Solutions
CRH Business Services
Designs For U
Dominion Enterprise Solutions
Electrolysis Plus
M H Kronberg
Olde Bay Trading Co
Salahsheer, Maryam
Turner & McAvoy Investigations
Ultimate Auto Touch Up
1-ON-1 Technologies Inc

HUMAN RESOURCES

New Hires and Terminations for the Period June 7 through June 20, 2003

New Hires

David Fuller

Position

Chief of Comprehensive Planning

Department

Planning, Zoning and Development

Resignations

Jane Sullivan

Position

Library Manager

Department

Thomas Balch Library

Richard Fitzpatrick

Police Officer I

Police

Terminations

Position

Department

PLANNING AND ZONING

MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

PLANS REVIEWED DURING THE PERIOD OF:
JUNE 3, 2003 – JUNE 16, 2003

Project Name	Project Type	Submission Number	<u>Proposal Description</u>
Tractor Supply @ Leesburg Park	Request for Minor Revision to Approved Development Plan	1 st	8,700 square foot expansion of outdoor sales/display area
Beeler Subdivision	Final Subdivision Plat	Signature Sets	Subdivision to create 3 single family detached lots
Beeler Subdivision	Construction Drawings	Signature Sets	Subdivision to create 3 single family detached lots
J. Lupton Simpson Middle School Extension of Public Water Service Line	Variation Request	1 st	Request to waive requirement to construct frontage improvements along certain streets
Greenway Farm Daycare (Kid's Domain)	Request for Preliminary Final Development Plan Authorization	1 st	daycare
Hawks View Glen	Final Subdivision Plat	1 st	Subdivision to create 36 townhouse lots
Stowers Public Improvements/Route 621	Final Development Plan	4 th	Construction of related public road improvements
Dulles Motor Used Cars @ Parker Court	Request for Preliminary Final Development Plan Authorization	1 st	Used care dealership
Chevy Chase Bank @ Potomac Station Retail, Parcel B	Preliminary/Final Development Plan	1 st	3,200 square feet of bank with a drive thru window
Catoctin Circle Trail	Capital Improvements Plan	3 rd	Trail construction along a portion of Catoctin Circle
Paul Property	Boundary Line Adjustment	2 nd	Boundary line adjustment between two lots

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
JUNE 3, 2003 – JUNE 16, 2003

Project Name	Project Type	Submission Number	Proposal Description
Panera Bread @ Leesburg Premium Outlet Mall	P/F Development Plan	1 st	Construct 4,858 square feet restaurant and associated infrastructure
Hawks View Glen	Construction Drawings	2 nd	Subdivision to create 36 townhouse lots
J. Lupton Simpson Middle School	Capital Improvement Plan	1 st	Extension of public water service line
Parker Subdivision, Lots 28-31	Minor Subdivision Plat	1 st	
Dulles Motor Used Cars @ Parker Court	Request for Preliminary Final Development Plan Authorization	1 st	Used care dealership

Stowers Public Improvements/Route 621	Final Development Plan	4 th	Construction of related public road improvements
Patriot Office Park	ROW & Easement Plat	1 st	
Jerry's Chevrolet @ East Market Street	Preliminary Final Development Plan	Signature Sets	
Paul Property	Boundary Line Adjustment	3 rd	Boundary line adjustment between two lots
Tavistock Farms, Section 18	Revision to Approved Construction Drawings	2 nd	
Patriot Office Park	Preliminary Final Development Plan	2 nd	
7 Union Street	Minor Subdivision Plat	1 st	
Woodlea Manor Water Booster Pumping Station	Capital Improvement Plan	1 st	
Catoctin Circle Trail	Capital Improvements Plan	3 rd	Trail construction along a portion of Catoctin Circle

ZONING DEPARTMENT

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church - Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The Planning Commission voted to recommend approval at its April 17, 2003 meeting. A public hearing was scheduled for the Town Council's May 28, 2003 meeting. However, due to applicant's failure to notify adjacent property owners as required, the public hearing was postponed to the June 24th meeting.

SE 2002-07: Star Pontiac, Buick & GMC - Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. The Planning Commission declined to vote on a recommendation at the April 3, 2003 meeting, and voted to recommend approval, at its April 17, 2003 meeting. A public hearing was held at the Town Council's May 28, 2003 meeting and the council voted to approve this application with a modification to one of staff's recommended conditions.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02: Leesburg Auto Finance Annex - Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was scheduled for July 3, 2003, but has been postponed to a future date (not specified) as the applicant continues to work with staff to resolve various issues.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Town Council voted to approve ZM-159, TP 02-01 and SE 2002-13 at the June 10, 2003 council meeting.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The plans are currently under review. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. No public meetings are scheduled at this time.

ZONING PERMITS ISSUED 03-791-03-845

Edwards Landing 2 SFD @ \$105,000 10 SFA @ \$45,000

Stratford 2 SFA @ \$75,000

Potomac Crossing 3 SFD @ \$75,000

Stowers-Evergreen Mills 8 SFA/Duplex @ \$100,000

ZONING PERMITS ISSUED COMMERCIAL

741- G Miller Dr. Commercial/Interior Renovation @ \$33,263 Leesburg Air Park

606 S. King ST Commercial-Interior Renovation James Monroe Bank @ \$10,000

751 Miller DR, Suite D tenant fit up/Interior @ \$18,500.00

1002 Sycolin RD SE Interior Alteration @ \$65,800 Loudoun Co. Central Warehouse

OCCUPANCY PERMITS ISSUED RESIDENTIAL

Stowers/Evergreen Mills 6 SFD

Edwards Landing 3 SFD

Stratford 1 SFA 1 SFD

Kincaid Forest 2 SFA 2 SFD

OCCUPANCY PERMITS ISSUED COMMERCIAL

None Issued

WATER & SEWER ADMINISTRATION**Capital Projects Update**

- Sewer System Improvements – Cardinal Park and Phase II project have been completed. Contractor is performing punch list work and we are awaiting final invoice and contract close out.
- During this period, five plans were received for review within the service area, and three requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule. The WPCP requires a special exception.
- The preliminary building layout plan has been received and reviewed for the Utility Lines Division (ULD) maintenance facility. The engineer has begun the final design.

- The meter change out program is proceeding in accordance with the anticipated schedule. To date 5,000 meters have been replaced. The total numbers of meters to be installed is 12,000.
- The tank site acquisition process continues. A meeting was held with the attorney for a potential purchaser of land near Carr Tank. Negotiations also continue for Route 643 Tank.
- Preliminary plans for Woodlea Mini-Pressure Zone has been received and is under review. The report for water service to Leeland Heights residents is expected soon.

UTILITY LINES DIVISION**Training:**

- Mike Cummings attended Metrotech Utility Locating Class.
- Mike Nolan, Robert Hanshaw & Tommy Chaffins attended American Darling Fire Hydrant Repair & Flushing Seminar.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging

Summary Programs:

- New connections to town utility system: 32
- Total number of water leak repairs: 2
- Responded to 574 requests to locate Miss Utility

TOWN OF LEESBURG

Full-time vacancies as of June 20, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Town Mgr	1	Asst to the Town Manager	7/1/03	√	√				
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold*</u>			
Eng & PW	1	Senior Engineer	7/1/02	√	√	<u>Frozen**</u>			
	1	Maintenance Worker II	6/9/03	√	√				
	1	Maintenance Worker I	5/27/03	√	√				
Finance	1	Parking Booth Attendant	5/19/03	√	√				
	1	Accounting Associate I	5/28/03	√	√				
P&Z	1	Senior Planner	7/1/02	√	√	√	√	√	<u>On hold</u>
	1	Senior Planner	7/1/02	√	√	√	√	<u>On hold</u>	
	1	Planner	7/1/02	√	√	√	<u>Frozen**</u>		
	1	Planning Assistant	2/10/03	√	√	<u>On hold</u>			
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Police Officer	3/20/03	√	√	√			
	1	Police Officer	6/7/03	√	√	√			
Util Admin	1	Senior Engineer	7/1/02	<u>*On hold</u>					
	1	Utility Compliance Officer	1/2/03	√	√	√	√	√	√
WPCF	1	Equipment Operator	4/9/03	√	√				
<u>TOTAL</u>	17								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R.S. Noe